

Aboriginal Affairs Advisory Committee (2022-2026 term)

Meeting 2
November 26, 2024

Discussion Items

1. Terms of Reference (TOR) Review Workplan
2. Agenda Setting Approach & Agenda Planning for 2025

TOR Review Workplan

Meeting 2 (Nov. 26, 2024)

Activities	1. Scope review.	Outcomes	1. Finalize scope (which areas will be considered for changes?)
	2. Prioritize areas of TOR for revisions – to inform agenda planning for 2025.		2. Finalize plan for AAAC consideration of each TOR area, based on meeting schedule.
	3. Identify if additional information is required to support decision-making.		3. AAAC decides on any changes to selected TOR areas at current meeting.
	4. Decide if/which items to be discussed at current meeting.		4. City Clerk's Office (CCO) submits AAAC decisions to Executive Committee and City Council for approval.

Meeting 3 (Jan. 30, 2025)

Activities	1. Committee discusses [placeholder for governance/TOR item/s].	Outcomes	1. Committee makes decision on [placeholder for governance/TOR item/s].
			2. CCO submits AAAC decisions to Executive Committee and City Council for approval.
			3. City Manager's Office (CMO) maintains running list of approved TOR changes and drafts revised TOR once all changes are finalized.

Terms of Reference Sections	Current Approach (Terms of Reference/Simplified Rules of Procedure)	Committee's Proposed Changes (existing feedback included below for reference purposes)
1. Committee Name	Aboriginal Affairs Advisory Committee	Consider FNIM representation in some way (or to be included in mandate instead)
2. Mandate for the Committee	To provide advice to City Council on: - the elimination of barriers faced by Indigenous peoples including barriers related to City by-laws, policies, programs and service delivery; - liaising with external bodies on barriers to the participation of Indigenous peoples in public life; and - advancing the achievement of the social, cultural, economic and spiritual wellbeing of Indigenous peoples.	Could continue with a broad purpose statement to provide advice to Council or specify key areas not already included.
3. Composition (including nomination process)	- The Aboriginal Affairs Advisory Committee will be composed of up to 25 public members and one Member of City Council. - The public members will be representatives of member agencies of the Toronto Aboriginal Support Services Council (TASSC) and representatives of Indigenous organizations identified by the City and/or TASSC. - Public members will be nominated by TASSC and recommended to the Civic Appointments Committee through the City Manager for appointment by City Council, and Striking Committee will recommend the Member of City Council for appointment.	- Consider what criteria for membership should be: - Be rooted in Toronto? Have a client/community base to draw upon for a collective voice? - How to incorporate those with lived experience? (Working group? Or via other engagement mechanisms to ensure inclusivity?)

Terms of Reference Sections	Current Approach (Terms of Reference/Simplified Rules of Procedure)	Potential Changes (existing feedback included below for reference purposes only)
4. Agenda Setting	- Agenda is prepared by committee administrator and program area provides support with content, typically with input from the committee Chair/s. - Items must be within committee’s mandate and submitted by agenda closing date - Items can come from committee members, City Council, a Council Committee, a local board of the City, or a City official (staff).	- The committee can have more control over their agenda via decisions by an agenda subgroup or through the Chairs on behalf of the committee. - City Manager’s office staff could provide a forecast of initiatives to come before Council, tied to the key issues that members identify (see slide 8).
5. Chairing & Chair Duties	- The Advisory Committee will elect a Chair and Vice Chair, who can act as Co-Chairs if desired, from among its public members at its first meeting or as soon as possible thereafter. The Chair: - Presides at the meetings - Maintains order and decorum in the meeting - Makes procedural rulings - Determines the order of questioning or speaking - Rules on whether motions are in order - Determines when all Members who wish to speak have spoken and are ready to vote, and ensures Members understand what they are voting on - May call, cancel or reschedule meetings - The Vice Chair has all the powers and performs all the duties of the Chair in the Chair’s absence	- Two Co-Chairs elected by the committee representing gender balance - Rotating chairs - Multiple chairs
6. Voting/Motions/Decision-making	- All Members present must vote (unless prevented by law) - Majority vote is required to pass a motion - Motion fails if the vote is tied - Members may vote by a show of hands or may ask to have the vote recorded in the minutes - Not voting is a negative vote - Decision is made by voting on a proposal contained in a motion. - Motions are typed and displayed and should be read aloud so that all Members hear and understand the proposal. - Motions do not need to be seconded. - The Chair will rule motions which are not within the mandate of the Committee out of order.	Consensus approach? Majority approach? Option for either depending on the matter?

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7. Number of Meetings	Complete (minimum of 6, maximum of 12 per year)	
8. Meeting format (location, hybrid/in-person, livestreaming, etc.)	- City Hall committee rooms - Hybrid format - Meetings are streamed on-line with closed captioning, during regular business hours	- In person only? - Continue with Hybrid? - Other locations? - Continue without livestreaming?
9. Public Participation (Deputations, Community Input, etc.)	- All meetings are open to the public - Any person may address the committee on an agenda item - Must register to speak. 5 minute limit - Public presenters must: - Not speak disrespectfully about anyone; - Not use offensive language; - Speak only about the matter on which they have registered to speak or on which the Council Advisory Body has invited them to make a public presentation; - and - Obey the Council Advisory Body's procedures and any Chair's ruling.	- Limitations on public involvement? - Creation of new process or other space for public to depute?
10. Internal member protocols	- Attending scheduled meetings; - Carefully considering and making decisions about meeting business; - Voting on motions put to a vote; - Respecting the Rules of Procedure; - Speaking respectfully at all times; - Listening attentively, participating in meetings, and not interrupting the proceedings; - Refraining from using any offensive, disrespectful or unparliamentary language about any member, any City Officials or other City employee, or the Council as a whole; - Speaking only on the matter under debate or related motions during debate; - Respecting the confidentiality of matters discussed in closed meetings and not disclosing the subject or substance of these discussions, unless authorized to do so; and	- Develop and set protocols for the members? - Could include a value statement, use of ceremony, Elders, cultural norms or expectations?

Terms of Reference Sections	Current Approach (Terms of Reference/Simplified Rules of Procedure)	Committee's Proposed Changes (existing feedback included below for reference purposes)
11. Relationship with City Council (incl. structure of the committee as an advisory body)	A Council Advisory Committee gives advice by: • Making recommendations to City Officials on matters within their jurisdiction • Making recommendations to a Council Committee • Making recommendations to City Council on a matter on the Council agenda A recommendation that requires action by City Officials or City Council must first be considered by the appropriate Council Committee and, when necessary, approved by City Council.	• Consider other ways to engage further with City Council? • The committee could provide recommendation for the Council Member position? • How can the committee have greater impact on Council decision-making? • Training could be provided for Council to increase learning and awareness on TASSC, the agencies and communities, and the key issues.
12. TASSC representation/role	TASSC manages the nomination process, alongside the City: • The public members will be representatives of member agencies of the Toronto Aboriginal Support Services Council (TASSC) and representatives of Indigenous organizations identified by the City and/or TASSC. • Public members will be nominated by TASSC and recommended to the Civic Appointments Committee through the City Manager for appointment by City Council, and Striking Committee will recommend the Member of City Council for appointment.	• Other positions/roles for TASSC on the committee?

Proposed Agenda Setting Approach

1. AAAC decides on key themes to discuss.
2. CMO works with City Divisions to suggest initiatives for AAAC consideration, to match identified themes.
3. AAAC decides on initiatives to include on future agendas through:
 - a. An agenda-setting working group,
 - b. A decision by the Chair/s, in between meetings.
4. AAAC could suggest criteria in order for initiatives to be considered as agenda items.
 - Stage 1 assessment: CMO considers initiative against members' criteria.
 - Stage 2 assessment: Committee reviews initiatives. Makes decision to place on future agenda through a method above.

Theme	Forecast of Related City Initiatives (to be added)	Timing for Upcoming Agendas (to be added)
1. Housing (incl. shelters, etc.)		
2. Employment and Training		
3. Economic Development (incl. poverty reduction)		
4. Public Health (incl. violence reduction, crisis supports, etc.)		
5. Police Services Board and Indigenous Representation		
6. Anti-Indigenous Racism		
7. Community Services, Programming, Arts and Culture (incl. funding and grants)		
8. City Internal Processes/Structures		